



2018 Elko Christmas Bazaar

Handmade Craft Vendor Application

Event Dates: Saturday, December 1st 9:00 – 4:00 p.m.
Sunday, December 2nd 9:00 – 3:00 p.m.

Location: Elko Convention Center
700 Moren Way, Elko

Time:

Set-Up
Friday, November 30th 1:00 – 7:00 p.m.
Saturday, December 1st 7:00 – 8:30 a.m.

Open
Saturday, December 1st 7:00 – 4:00 p.m.
Sunday, December 2nd 7:00 – 3:00 p.m.

Take-Down
Sunday, December 2nd 3:15 – 7:00 p.m.

Contact Info: The Terrace at Ruby View
775-738-3030
ElkoChristmasBazaar@outlook.com

Mailing Address: The Terrace at Ruby View
Re: Elko Christmas Bazaar
1795 Ruby View Drive
Elko, NV. 89801

Qualifications:

- Items sold at the Elko Christmas Bazaar must be handmade or crafted by the vendor. Resale items and homebased businesses are not allowed.
- Vendors should provide an adequate description of their product. **At least 2 pictures, sample of work, or website address where work can be viewed are required to be included with this application for judging.**
- The event reserves the right to reject applications that do not meet the standard as judged by our committee. This would be for work that is of poor quality, inappropriate, or deemed to be manufactured commercially. Our goal is to provide a quality experience for the vendor and patrons.

Booth Spaces:

- Limited booth spaces are available and will be available on a first come basis after judging.
- Vendor spaces are approximately **8** feet wide and **10** feet long. No pop-ups allowed.
- Limited numbers of booths have electricity available at an additional cost.
- Internet service is not available.
- Booth set up should remain in assigned space. Your display should be arranged so that it will allow for safe aisle space and not impede the flow of foot traffic.
- Every vendor that makes sales of tangible products must lawfully collect sales tax.

Elko Christmas Bazaar Application

Fees & Deadlines:

- \$50 deposit required per booth space. Deposit is non-refundable.
- Your full paid reservation must be mailed or received by **Monday, October 1, 2018**. Failure to pay in full without making arrangements before the due date will cause vendor to lose reserved space and deposit.
- If space is available after the deadline, vendor must pay in full when submitting application.
- Payment options are cash, check, or money order. Please make payable to **The Terrace**.
- For cancellations received between **October 2, 2018** and **November 1, 2018**, fifty percent (50%) of the booth(s) fee will be charged.
- We will not provide any refund for cancellations received after **November 2, 2018**.

All Information Required:

(Please Print)

Vendor Booth Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____

Primary e-mail: _____

Detailed List of what you are exhibiting:

Website/Facebook: _____

Photos may be submitted by email to: ElkoChristmasBazaar@outlook.com

Booth Options: (Please check all desired options)

Item	Fee	Number	Subtotal
Approx. 8 x 10 Space <i>(does NOT include table or chairs)</i>	\$200 / first section	<u> 1 </u>	\$ <u> 200.00 </u>
Additional Space	\$150 / each section	_____	\$ _____
Table Rental 8' Skirted	\$15 / each table	_____	\$ _____
Chair Rental	\$5 / each chair	_____	\$ _____
Electricity (limited availability)	\$25	Flat fee	\$ _____

Requested Booth Space: _____ Total \$

Release of Liability:

I hereby release and forever discharge The Terrace at Ruby View from any claims, personal liability, responsibility, loss or damage resulting from, or in connection with the Elko Christmas Bazaar.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Approved: Declined: _____ Booth number(s) assigned: _____

Deposit - Date Paid: _____ Amount: _____ Check #: _____

Final Payment - Date Paid: _____ Amount: _____ Check #: _____